

# BOARD OF COUNTY COMMISSIONERS DEPARTMENT HEAD MEETING MINUTES

**DATE:** September 29, 2008

**TIME:** 9:50

**COMMISSIONERS PRESENT:** Linda Huber, Alan Crankovich and Chairman Mark McClain

**DEPARTMENT:** Treasurer

**DEPARTMENT HEAD:** Deanna Panattoni

**OTHERS PRESENT:** Catherine Dunn, Deputy Clerk of the Board

<b>TOPIC:</b>	Request for Extra Help during Tax Time
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Treasurer Deanna Panattoni requested the addition of 2 employees for 45 days from October 13 to November 21</li> <li>• She reported that the Administrative Assistant III position hasn't been filled and would not be filled this year.</li> <li>• Part time positions would open mail and prepare it for posting by more experienced employees.</li> <li>• Commissioner Huber suggested that there might be someone on the County payroll already who could fill in that role. Perhaps a Permit Tech from CDS would be available.</li> <li>• Chairman McClain thought that would be a good idea.</li> <li>• Chairman Crankovich agreed.</li> <li>• Panattoni said that she was willing to do this but it was essential that she have consistency.</li> </ul>
<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• Chairman McClain will talk with CDS personnel about having someone available.</li> </ul>